



OSD Training for Buyers Fall 2018 – Winter 2019 Schedule



OSD offers a variety of free events and training opportunities related to the procurement of commodities and services. The following is a listing of the training schedule for **September 2018 – March 2019**. For training-related questions, please send an email to: osdtraining@mass.gov.

Training Registration Information – Executive Branch Employees

Unless otherwise noted, Commonwealth employees must register using, [PACE \(for Executive Branch Employees\)](#) the Commonwealth's Learning Management System. If you need assistance print this [Job Aid](#) and follow the instructions. If you do not see your agency listed on the PACE login page, please register through the HRD PACE link.

Training Registration Information – Municipalities and other Non-Executive State Agency Personnel

In order to register for most OSD courses, you must create a profile in our learning management system, [PACE](#). For assistance with creating your profile and finding PACE courses [Access our Job Aid](#) that will give you step-by-step instructions.

If you already have a PACE account, press **Ctrl** and click on the **hyperlinked training date** which brings you to the PACE login page.

Please Note: After registering for a webinar, registrants will receive details for accessing the webinar via email prior to the date of the class.

[CLICK HERE](#) to view detailed descriptions of the courses listed below.

COURSE	DATE	START	END	LOCATION
Introduction to Statewide Contracts and COMMBUYS	Thursday, November 8, 2018	9:00 AM	12:30 PM	Western Massachusetts Hospital Clark Building Computer Room 128 East Mountain Road, Westfield
Essentials of State Procurement <i>*SSCP - Prerequisite</i>	Tuesday, November 13, 2018	9:00 AM	2:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
NEW! Advanced Purchasing in COMMBUYS	Wednesday, November 14, 2018	9:00 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston

****To access the Buyer Schedule online, visit mass.gov/osd and Select *Buy from a Statewide Contract*.
Click *Register for Buyer Training* to learn more and register!****



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COURSE	DATE	START	END	LOCATION
How to use Master Blanket Purchase Orders (SWC)	Wednesday, November 14, 2018	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS PunchOut & Line Item Catalog Ordering	Thursday, November 15, 2018	10:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Monday, November 19, 2018	9:00 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Procurement	Monday, November 19, 2018	9:00 AM	4:30 PM	Western Massachusetts Hospital Clark Building Computer Room 128 East Mountain Road, Westfield
COMMBUYS Organization Administrator	Tuesday, November 20, 2018	9:00 AM	2:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS How to Create a Departmental Master Blanket Purchase Order <i>*COMMBUYS Procurement - Prerequisite</i>	Tuesday, December 4, 2018	9:00 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
NEW! Advanced Purchasing in COMMBUYS	Wednesday, December 5, 2018	9:00 AM	12:00 PM	Western Massachusetts Hospital Clark Building Computer Room 128 East Mountain Road, Westfield
Introduction to Statewide Contracts and COMMBUYS	Monday, December 10, 2018	9:00 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10 th Floor, Boston
COMMBUYS Purchasing <i>*Advanced Purchasing in COMMBUYS - Prerequisite</i>	Tuesday, December 11, 2018	9:00 AM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston

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COURSE	DATE	START	END	LOCATION
Essentials of State Procurement <i>*SSCP - Prerequisite</i>	Wednesday, December 12, 2018	9:00 AM	2:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS RPA Release and RPA Release Enabled Contracts	Thursday, December 13, 2018	1:00 PM	2:00 PM	Live Webinar (Online)
COMMBUYS Procurement	Tuesday, January 8, 2019	9:00 AM	4:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
NEW! Advanced Purchasing in COMMBUYS	Wednesday, January 9, 2019	9:00 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Introduction to Statewide Contracts and COMMBUYS	Thursday, January 10, 2019	9:00 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Organization Administrator	Monday, January 14, 2019	9:00 AM	2:00 PM	OSD Training Room, 1 Ashburton Place, 10 th Floor, Boston
Essentials of State Procurement <i>*SSCP Prerequisite</i>	Wednesday, January 16 2019	9:00 AM	2:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Purchasing <i>*Advanced Purchasing in COMMBUYS - Prerequisite</i>	Thursday, January 17, 2019	9:00 AM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Strategic Sourcing Certificate Program (SSCP) 5 days	Wednesday, February 6, 13, 20, 27, & March 6, 2019	9:00 AM	3:00 PM	State Transportation Building, 10 Park Plaza, Boston

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COURSE	DATE	START	END	LOCATION
COMMBUYS How to Create a Departmental Master Blanket Purchase Order <i>*COMMBUYS Procurement - Prerequisite</i>	Wednesday, January 30, 2019	9:00 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Purchasing for Eligible Non-Profits	Tuesday, February 5, 2019	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS PunchOut & Line Item Catalog Ordering	Thursday, February 7, 2019	10:00 AM	11:00 AM	Live Webinar (Online)
Essentials of State Procurement <i>*SSCP Prerequisite</i>	Monday, February 11, 2019	9:00 AM	2:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Introduction to Statewide Contracts and COMMBUYS	Tuesday, February 12, 2019	9:00 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
NEW! Advanced Purchasing in COMMBUYS	Wednesday, February 13, 2018	9:00 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Purchasing <i>*Advanced Purchasing in COMMBUYS - Prerequisite</i>	Tuesday, February 19, 2019	9:00 AM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS RPA Release and RPA Release Enabled Contracts	Thursday, February 21, 2019	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing for Eligible Non-Profits	Monday, February 25, 2019	9:00 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston

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COURSE	DATE	START	END	LOCATION
Essentials of State Procurement <i>*SSCP Prerequisite</i>	Tuesday, February 26, 2019	9:00 AM	2:00 PM	DMH Westborough State Hospital Hadley Building, 167 Lyman St, Westborough
How to use Master Blanket Purchase Orders (SWC)	Tuesday, February 26, 2019	1:00 PM	2:00 PM	Live Webinar (Online)
COMMBUYS Purchasing <i>*Advanced Purchasing in COMMBUYS - Prerequisite</i>	Monday, March 11, 2019	9:00 AM	4:00 PM	Western Massachusetts Hospital Clark Building Computer Room 128 East Mountain Road, Westfield
Introduction to Statewide Contracts and COMMBUYS	Thursday, March 14, 2019	9:00 AM	12:30 PM	Western Massachusetts Hospital Clark Building Computer Room 128 East Mountain Road, Westfield
Strategic Sourcing Certificate Program (SSCP) 5 days	Tuesday, March 12, 19, 26, April 2 & 9, 2019	9:00 AM	3:00 PM	DMH Westborough State Hospital Hadley Building, 167 Lyman St, Westborough
COMMBUYS Procurement	Monday, March 18, 2019	9:00 AM	4:30 PM	Western Massachusetts Hospital Clark Building Computer Room 128 East Mountain Road, Westfield
COMMBUYS Organization Administrator	Wednesday, March 20, 2019	9:00 AM	2:00 PM	OSD Training Room, 1 Ashburton Place, 10 th Floor, Boston
Essentials of State Procurement <i>*SSCP Prerequisite</i>	Thursday, March 21, 2018	9:00 AM	2:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston

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COURSE	DATE	START	END	LOCATION
COMMBUYS How to Create a Departmental Master Blanket Purchase Order <i>*COMMBUYS Procurement - Prerequisite</i>	<u>Monday, March 25, 2019</u>	9:00 AM	12:30 PM	Western Massachusetts Hospital Clark Building Computer Room 128 East Mountain Road, Westfield
COMMBUYS RPA Release and RPA Release Enabled Contracts	<u>Wednesday, March 27, 2019</u>	1:00 PM	2:00 PM	Live Webinar (Online)
<i>NEW!</i> Advanced Purchasing in COMMBUYS	<u>Wednesday, March 27, 2019</u>	9:00 AM	12:00 PM	Western Massachusetts Hospital Clark Building Computer Room 128 East Mountain Road, Westfield

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